



Student Hire Request Form

If you wish to hire a Student employee, please provide the following information and return this form to your Departmental HR Contact.

Name	
Employee ID number (if known)	
Email address of student	
Standard Hours	
Hourly Rate of Pay	
Funding Source (if known)	
Is the student on Federal Work study?	
Start Date	
Supervisor Name: Name.#: Employee ID number:	
Work Location (building name and room number)	
Is a background check needed?	
Will the student need equipment and/or Computer Systems Access? (please specify which is needed)	IT equipment: Computer Systems Access: